

EMS TRAINING PROGRAM ADMINISTRATION MANUAL

Policy Number: T-135	Page: 1	of: 1
Title: Basic Life Support Training Reimbursement Approval		
Regulatory Authority: 12VAC5-31-1560		
Date of Issue: December 1, 2002	Effective Date: March 1, 2005	

- A. A "[Contract for Basic Life Support Course Coordination](#)" agreement submitted to the Office by a Course Coordinator will be reviewed for accuracy and completeness.
- B. Course Approval Requests received less than thirty (30) days prior to the start of the training program will be denied unless extraordinary circumstances exist which justify the late approval of the program for reimbursement.
- C. The amount of any tuition, enrollment or institutional fees charged students for taking the course must be disclosed in the appropriate section of the reimbursement contract and the "[Student Course Fees Summary](#)" form. The Office will determine if the proposed tuition, enrollment or institutional fees are reasonable.
- D. The amount of any supplemental payments provided to the Course Coordinator from any source must be disclosed in the appropriate section of the reimbursement contract section on the form. The Office will determine if the supplemental payment amount is acceptable.
- E. Failure to disclose or inaccurate disclosure of any supplemental payments, tuition, enrollment or institutional fees will void the reimbursement contract and result in denial or repayment of any state reimbursement payment for the program. Such denial may occur at any time during the program or after the program has been completed if the disclosure was concealed from the Office.